



CITY OF LEMON GROVE

Class Title: Associate Planner
Department: Development Services

GENERAL PURPOSE

Under general supervision, performs a variety of professional planning functions; involving current and advance planning programs and special projects, and provides assistance to the Principal Planner and Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from Development Services Director and may be given direction by the Senior and Principal Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in implementing City Council's annual goals.
- Assist in the development and implementation of the City's General Plan objectives.
- Serve as project planner in current and advanced planning projects. Assist, review, analyze, and process applications for planning permits (e.g., subdivision use permits, variances, zone reclassifications and General Plan amendments).
- Conduct building plan and engineering permit reviews for compliance with zoning regulations and planning matters.
- Prepare and processes environmental review on proposed projects.
- Assist in the evaluation of environmental impact reports for accuracy and sufficiency and prepare reports and recommendations thereon.
- Assist in the preparation of grant applications and manages grants awarded.
- Participate in assisting the public at the front counter; receives, review and approve development applications and proposals, confer with and advise contractors, developers, architects, engineers and the general public.
- Assist in the development of City ordinances and policies relating to zoning and planning.
- Conduct field inspections, review development sites to ensure code compliance related to development requirements, recommend improvement and rehabilitations programs.
- Research and prepare written staff reports on planning matters including zonings, environmental impact reports, parcel maps, tentative subdivision maps, planned unit developments, conditional use permits, and variances.
- Prepare and conduct presentations and make recommendations and answer questions from the City Council, appointed groups, and the general public. Interpret City codes and ordinances
- Attend various committee meetings. Serve as liaison to the general public and outside organizations.
- Assist in the preparation of comprehensive planning documents.
- Instruct and check the work of less-experienced planning staff.
- Oversee the work of consultants; draft requests for proposals or qualifications; monitor consultant contracts and project budgets.
- Respond to issues and questions from the City Manager.
- Provide professional customer service.
- Coordinate with staff, appointed groups, consultants and the general public.
- Prepare graphics and research documents related to planning and economic development.
- Assist the Code Enforcement, Engineering, and Storm Water Divisions in zoning related matters.

- Write memoranda and correspondence as required.
- Performs other duties as assigned. .

EDUCATION AND EXPERIENCE

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of experience in municipal planning or the equivalent.
- Bachelor's degree from an accredited college or university with major course work in Planning, Civil Engineering, Architecture, Landscape Architecture, or Public Administration.
- Other experience and education related to development projects and comprehensive planning documents is highly desirable.
- AICP is highly desirable.
- GIS experience is highly desirable.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- Principles, practices and trends of public planning.
- Engineering drawing and topographic mapping.
- City, state, and federal laws and regulations pertaining to land use, environmental impact and municipal capital improvements.
- Methods and techniques of analysis, effective technical report preparation and presentation.
- Modern office procedures, methods and equipment, including computer equipment; and supporting software applications.

ABILITY TO:

- Collect, tabulate and compute planning statistics utilizing Microsoft Word and Excel and ArcGIS;
- Interpret, analyze, apply, implement and explain pertinent federal, state and local laws, codes and regulations including City codes and departmental policies and administrative directives;
- Utilize engineering and architectural scale to read plans;
- Conduct field inspections;
- Conduct planning and zoning related research;
- Present effective presentations before deliberative bodies such as a City Council;
- Establish and maintain effective working relationships with staff and the public;
- Communicate effectively in writing and orally;
- Provide excellent customer service; and
- Work in a multi-cultural environment and as a unifying team member.

TOOLS AND EQUIPMENT USED

Basic office equipment including: office telephone, personal computer, printer, digital camera, facsimile, and copier.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate office equipment.

Work Environment

- Generally quiet office environment that can be fast paced;
- Field work may be required;
- May be exposed to inclement weather; and
- Travel from site to site, use of personal vehicle may be required.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: April 5, 2016